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ABSTRACT

This bibliography lists and annotates textbooks that may be used in teaching technical and scientific writing, as well as a few select anthologies that may be used as supplements to a basic text. Each entry is coded to indicate the level or levels at which it may be used most successfully: secondary level, two-year college level, or junior/senior level of a four-year college and beyond. (GW)

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TECHNICAL WRITING TEXTS FOR SECONDARY SCHOOLS, TWO-YEAR COLLEGES, AND FOUR-YEAR COLLEGES

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"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY
Robert B. Donovan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

For
The NCTE Committee on Technical and Scientific Writing

September, 1977

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CS203 962

TECHNICAL WRITING TEXTS FOR SECONDARY SCHOOLS, TWO-YEAR COLLEGES, AND FOUR-YEAR COLLEGES

This annotated bibliography is a project of the Committee on Technical and Scientific Writing for the NCTE. It includes primary textbooks which teachers of technical and scientific writing may want to use in the classroom. The list includes, however, a few select anthologies which are too fine to overlook and which make excellent supplements to a basic text. Although many other excellent texts are available in one place or another, criterion for including a book in this bibliography is its availability, as verified in Books In Print. Each entry is coded to show the level at which I feel the book will prove useful: (1) indicates usefulness in secondary schools; (2) shows potential use in two-year programs, especially where the technical writing text may appear in the only required English course; and (3) suggests use in junior-senior level of a four-year college, or beyond. For example, an entry showing (2, 3) suggests the text is useful at freshman-sophomore levels, and may be useful at junior-senior levels as well. A (1, 2, 3) code implies an easily read, basic approach which is broad enough to interest all technical writing levels. My thanks is due to all the members the Committee on Technical and Scientific Writing for their contributions and advice, and especially to Nell Ann Pickett and Frieda Purvis who gave me a great many of these annotations.

Andrews, Clarence A. Technical and Business Writing. Boston: Houghton Mifflin Company, 1975. 243 pp., cloth, $9.50. (2, 3)

This text begins with a rationale for learning technical writing and material on the sentence and the paragraph. Subsequent chapters deal with letters, definition, description, instructions, reports on various levels, and illustration. In addition, there are chapters on retrieving technical information; standards, properties, and specifications; and writing for magazines.

Barnett, Marva T. Elements of Technical Writing. Albany, N. Y.: Delmar, 1974. (1, 2)

A well-organized, easy-to-follow text, written specifically for two-year colleges and vocational schools, which emphasizes writing to non-technical audiences. Section I reviews the basics of grammar and composition; Section II plans the report through definition, classification, graphic aids, format considerations; Section III discusses report types, including oral reports; Section IV focuses on attachments to reports, such as abstracts and letters of transmittal; Section V is a lengthy section devoted to letters as communication, including letters of application.

Barr, Doris W. Effective English for the Career Student. Belmont, Calif.: Wadsworth Publishing Co., 1971. Paper, $5.95. (1, 2)

Although the bulk of this book concerns grammar and style, the first chapter, "Writing a Report," gives elementary directions for doing just that. The primary emphasis of the chapter is on organizing material; suggestions for outlining, listing, "gridding," and making graphic plans are given. Included in the text is a casebook of ten problems to which the students can apply the techniques learned in Chapter 1. Simply written.

Barr, Doris W. Writing, Listening, Speaking for Business and Professional Students. Belmont, Calif.: Wadsworth Publishing Co., 1972. Paper, $6.95. (1, 2)

This text is communication skills oriented. It begins with chapters about job hunting, presents a variety of experiences in writing, listening, and speaking on the job, and includes a casebook of communications problems for some twenty business and professional fields. A grammar review completes the text. Secondary, two-year.

Berenson, Conrad, and Raymond R. Colton. Research and Report Writing for Business and Economics. New York: Random House, 1970. 182 pp., paper, $4.25. (1, 2, 3)

Text aims at various business and economic undergraduates, with some application as a guide for graduate research and dissertations. Seventeen short chapters cover such topics as selecting a topic, taking notes, interviewing, organizing material, using quotations, using footnotes, constructing graphic aids, and typing manuscripts. Most chapters include a pertinent bibliography.

Blicq, Ronald. On the Move: Communication for Employees. Englewood Cliffs, N. J.: Prentice-Hall, 1976. 272 pp., paper, $5.95. (1, 2)

This book introduces students to the role of communicator in the business world. Its six sections are entitled: This Business Called Communication, Communicating with Prospective Employers, Communicating as an Employee, Communicating When You Become Supervisor, Communicating When You Go into Business for Yourself, and The Style and Shape of Written Communication.

Blicq, Ronald S. Technically-Write: Communication for the Technical Man. Englewood Cliffs, N. J.: Prentice-Hall, Inc., 1972. 387 pp., paper, $6.25. (1, 2, 3)

Interestingly written text for either two- or four-year programs. Creates much of its example and exercise apparatus around a fictitious engineering firm in which student "works." The 11 chapters cover basics of writing, technical correspondence, formal and informal reports, briefings, illustration techniques, and a glossary of technical usage.

Block, Jack and Joe Labonville. English Skills for Technicians. New York: McGraw-Hill, 19[illegible]. Cloth, $7.95. (1, 2)

A readable text which discusses rhetorical, syntactical, and grammatical devices as well as essentials of technical writing. Includes a chapter on obtaining employment and one on oral communications. Useful exercises and examples drawn from numerous fields.

Brogan, John A. Clear Technical Writing, new ed. New York: McGraw-Hill Book Company, 1973. 320 pp., cloth, $7.95. (1, 2)

Using the principles of programmed instruction reinforcement, small steps, and immediate feedback, this work offers an alternative to conventional texts. It has 16 chapters organized into four main divisions: removing redundancies, unleasing verb power, using lean words, and stressing what is important.

Brusaw, Charles T., and Gerald J. Alred. Practical Writing: Composition for the Business and Technical World. Boston: Allyn and Bacon, Inc., 1973. 203 pp., cloth, $6.95. (1, 2)

Primary emphasis in this book is on the basic writing process and secondarily on specific types of business and technical writing. Paralleling the step-by-step procedure in writing, the sections are entitled preparation, finding information, getting it together, writing, fine tuning (revising), and application. Each chapter within the major sections includes a brief bibliography.

Coleman, Peter, and Ken Brambleby. The Technologist as Writer. New York: McGraw-Hill Book Company, 1969. 356 pp., paper, $7.95. (1, 2)

The text has both handbook and casebook. The handbook covers such topics as gathering data, testing its validity, misusing argument, persuading with argument, describing, and presenting data. Style, format, and graphic aids are stressed. The casebook gives models, in lieu of out-of-class research, for students to write about.

Crouch, Wm. George, and Robert L. Zetler. A Guide to Technical Writing, 3rd ed. New York: The Ronald Press, 1964. Cloth, $10.00. (3)

A flexible guide to principles and mechanics of technical writing with many examples from various fields. Includes good chapters on illustrating and on speaking techniques, as well as an "Index to English Usage," a bibliography, and a "general reading list" for "the technical man."

Damerst, William A. Clear Technical Reports. New York: Harcourt Brace Jovanovich, Inc., 1972. 338 pp., $7.95. (3)

A rather sophisticated text which covers the basics of technical writing in 12 detailed chapters. Topics include basic communication theory, research, definition, graphic aids, letters, reports, and job applications. The last major part of the text is a handbook of common grammar problems. Probably the text will best suit the needs of the four-year programs.

DeBakey, Lois. The Scientific Journal: Editorial Policies and Practices. Guidelines for Editors, Reviewers, and Authors. St. Louis: The C. V. Mosby Company, 1976. 128 pp., cloth, $9.95. (3)

Provides, in one source, practical editorial guidelines for those working in the field of scientific writing, editing, and publishing. The book has two general sections: editorial policies, which usually require major decisions, and editorial practices, which involve minor decisions, often about format or mechanical style. Chapters explore the manuscript reviewing system, special types of manuscripts, copyright, errata, references cited, copy-editing, journal cover and format, binding practices, and other issues. Contains useful information for novices in the field, and for experts who need a professional reference source for special problems.

Effective Communication for Engineers. New York: McGraw-Hill Book Company, 1975. 216 pp., paper, $8.50. (No author, no editor) (2, 3)

This anthology of articles forms a useful supplement to either two- or four-year college texts. Some of its many topics are jargon, listening effectively, oral communication, guidelines for writing, illustrating reports, and working with secretaries.

Estrin, Herman A. Technical and Professional Writing: A Practical Anthology. New York: Preston Publishing Company, 1976. 317 pp., paper.

This text contains articles which give a student a fresh, practical approach to writing to the demanding measures of American business, scientific, and professional standards. In addition, the articles give a straightforward statement and some recommended steps to sharpen the students' writing tools.

Farmiloe, Dorothy. Creative Communication for Career Students. Toronto: Holt, Rinehart and Winston, 1974. 247 pp., paper, $5.95. (1, 2)

A practical and lively introduction to the communication skills (oral and written) required of a young professional (woman or man) in a business office, this Canadian text uses as much American as Canadian material, covers all the standard technical writing assignments and is particularly good with the job application package and written reports.

Fear, David E. Technical Communication. Glenview, Ill.: Scott, Foresman and Co., 1977. 436 pp., paper. (2, 3)

The text thoroughly covers basics of technical writing. Part I describes preparing to write, formulating a plan, organizing material, writing, illustrating, etc. Part II explains applications in various report types, including oral presentations. Part III is an efficient handbook to review basic punctuation, usage, etc.

Fear, David E. Technical Writing. New York: Random House, 1973. 254 pp., paper, $4.25. (1, 2, 3)

Subsequent to basic introductory material on reporting functions and techniques, the book treats technical letters, informal reports, formal reports, illustrations, and oral reporting. Rather than an all-purpose technical writing handbook, this text is structured to help a student learn to fulfill most technical writing tasks.

Glendinning, Eric H. English in Mechanical Engineering. London: Oxford University Press, 1975. 104 pp., paper, $3.50. (2, 3).

This text offers a basic but very field-specific examination of how English is used in mechanical engineering. Its aim is to provide the student with a strategy for reading more difficult engineering texts as well as writing more effectively in Mechanical Engineering. Includes many worthy exercises, excellent readings, and a useful emphasis on grammar and syntax.

Glidden, H. K. Reports, Technical Writing, and Specifications. New York: McGraw-Hill Book Company, 1964. 312 pp. cloth, $13.50. (2, 3)

Written for undergraduate science and engineering students but is useful for other levels as well. This applied text emphasizes the principles and reporting techniques of technical writing in 15 chapters. The topics include solving report problems, definition, sources of data, verbal language and letters, articles and manuals, and oral reporting.

Graves, Harold F., and Lyne S. S. Hoffman. Report Writing, 4th ed. Englewood Cliffs, N. J.: Prentice-Hall, Inc., 1965. 286 pp., cloth, $9.95. (3)

Starting with letter writing this work builds logically to longer reports. The handbook section at the back of the book is useful feature. Topics covered include style, collecting data, planning the report, preparing the manuscript, and manuscript format.

Harris, John S., and Reed H. Blake. Technical Writing for Social Scientists. Chicago: Nelson-Hall, 1976. 122 pp., cloth, $5.95, paper, $2.95. (3)

As the title implies, this short, well organized text addresses a particular audience within the technical writing discipline. As a result, the focus differs from conventional texts. This work stresses the proposed reader, writing paragraphs, defining the problem, gathering information, organizing materials, and writing the report.

Hart, Andrew W., and James A. Reinking. Writing for Career and Education Students. New York: St. Martin's Press, Inc., 1977. 335 pp., paper, $5.95. (1, 2, 3)

Aimed primarily at underclassmen in (two or four-year) colleges, this book is simply written and could easily be used in high school grades eleven and twelve. Chapters 1-7 cover standard composition topics--paragraphing, theme, comparisons, classification, process, definition, and description. Chapters 8-12 discuss types of practical communication such as letters and memoranda, proposals, reports, and job-hunting communications. There are also an eighty-page section on English use and misuse and a selection of faulty sentences for class discussion. Examples throughout the text are drawn from student writing; the whole text is student-oriented and practical, though not limited to technical subjects.

Hays, Robert. Principles of Technical Writing. Reading, Mass.: Addison-Wesley, 1975. Cloth, $9.95. (3)

A through treatment of report writing, with appendices of grammatical rules. No attention to letters, oral presentations, or other on-the-job communications.

Hoover, Hardy. Essentials for the Technical Writer. N. Y.: John Wiley and Sons, 1970. 214 pp., cloth, $10.75. (1, 2)

Text begins with basics of planning to write--topic outlining, classification, etc.--then moves on writing effective sentences and paragraphs--topic sentences, transitional methods, etc. The last two sections focus on the overall report and on writing to specification. Frequent checklists to guide thinking and writing and a series of appendixes complete the text.

Houp, Kenneth W., and Thomas E. Pearsall. Reporting Technical Information, 3rd ed. Beverly Hills: Glencoe Press, 1977. 474 pp., paper, $8.95. (2, 3)

A simple detailed, comprehensive text aimed at students who must write technical reports. The four-part format provides excellent examples for the techniques being discussed. Part 1 discusses the process of technical writing, including library resources and methods, audience analysis, and other topics; part 2 discusses report components, part 3 discusses applications including correspondence, report types, articles, and speech techniques; part 4 presents a handbook of common errors and conventions.

Howard, C. Jeriel, C. Thomas, and Richard Tracy. Contact: A Textbook in Applied Communication, 2nd ed. Englewood Cliffs, N. J.: Prentice-Hall 1974. 277 pp., paper, $4.95. (1, 2)

Concerned with both oral and written communication, the book covers a wide variety of communication situations. Included is a handbook of basics in grammar as well as discussion of rhetorical approaches.

Hutchinson, Helene D. Horizons: Readings and Communication Activities for Vocational-Technical Students. Beverly Hills: Glencoe Press, 1975. 325 pp., paper $5.95. (1, 2)

Presents readings and communication activities "designed to aid the student in writing, speaking, and listening more effectively." Includes essays, articles, fiction, even poems.

Jones, W. Paul. Writing Scientific Papers and Reports, 7th ed. Dubuque, Iowa: Wm. C. Brown Company, 1976. 366 pp., $6.95. (2, 3)

Designed primarily for the four-year engineering/scientific student who has had only freshman English. Text covers a variety of topics in 21 detailed chapters, including definition, description, abstracts, proposals, report types, technical writing style, and sentence structure and diction. Little-to-no emphasis on visual aids and oral reports.

Kapp, Reginald O. Presentation of Technical Information, 2nd Revised Edition. London: Constable & Co., Ltd., 1973. 192 pp., cloth, £1.50. (3)

The book consists of the transcripts of four lectures given at University College, London. It is primarily about style, but has some very interesting things to say. This is a high-level book, best appreciated by senior or graduate students in a four-year college.

Laster, Ann A., and Nell Ann Pickett. Occupational English. San Francisco: Canfield Press, 1977. 328 pp., paper, $7.95. (1, 2)

Titled Writing for Occupational Education in the first edition, this text deals with basic principles and forms of communication that any student needs to know but with emphasis on occupational writing demands. In essence an abbreviated edition of the authors' Technical English, the book contains sections on instructions and process, description of a mechanism, definition, classification and partition, effect and cause, summary, business letters, reports, library papers, oral communication, and visuals.

Lawrence, Nelda R. Writing Communications in Business and Industry, 2nd ed. Englewood Cliffs, N. J.: Prentice-Hall, 1974. Paper, $6.95. (2, 3)

An interesting text which provides a wealth of examples from actual experiences in business and industry. Compares poorly written originals with more effective revisions. Emphasizes appearance and tone, and includes chapters on minutes, telex and cable messages, press releases, and dictating. Excellent practice exercises.

Levine, Norman. Technical Writing. New York: Harper's College Press, 1976. 128 pp., paper. (1, 2)

This is a concise introduction for the beginning technical writer. The first section deals with such considerations as planning, word choice, documenting, and characteristics of technical writing. The second section deals with techniques in technical explanation, and the third with technical reports.

Mandel, Siegfried. Writing for Science and Technology: A Practical Guide. New York: Dell Publishing Co., 1970. 374 pp., paper, $3.95. (3)

A lively, chatty book with an abundance of quotations and examples. The chapters are relatively short and concentrate on the organizational patterns of various parts and types of technical reports.

Marder, Daniel. The Craft of Technical Writing, 2nd ed. Dubuque: Kendall/Hunt, 1976. 225 pp., paper, $(3) (3)

Directed primarily toward science and engineering upperclassmen and professionals, this readable text applies rhetorical principles to the basic technical writing situations. The first three sections emphasize problem-formulation, problem-solving and techniques of organization, while Section IV is a useful handbook of grammar and usage. The applications at the end of each chapter provide useful tests of the students' mastery of the material. Numerous practical examples occur throughout the text. Section V presents specimen letters and reports.

Mathes, J. C., and Dwight W. Stevenson. Designing Technical Reports: Writing for Audiences in Organizations. Indianapolis: Bobbs-Merrill Company, Inc., 1976. 396 pp., cloth, $14.95. (3)

This text departs from other technical writing texts by focusing primarily on design, starting with audience analysis and continuing with organizational design of the report for that audience. Finally the text discusses writing, editing, and other specialized design features such as layout and visual aids.

Menzel, Donald H., Howard Mumford Jones, and Lyle G. Boyd. Writing a Technical Paper. New York: McGraw-Hill Book Company, Inc., 1961. 128 pp., paper, $2.95. (1, 2, 3)

This work talks to the student and technical writer in the field alike, addressing the common problems in technical writing rather than addressing skills such as description or definition. The seven chapters focus on organizing ideas, revising drafts, presenting data visually, improving grammar and style, avoiding jargon, and creating a correct manuscript.

Mills, Gordon H., and John A. Walter. Technical Writing, 3rd ed. New York: Holt, Rinehart and Winston, Inc., 1970. 573 pp., cloth, $10.95. (2, 3)

This comprehensive work is clearly for four-year and graduate students in engineering and science majors. Some of the topics treated in detail are style, outlines and abstracts, definition, description, classification and partition, report types (including oral), graphic aids, and researching. Use of examples and exercises is heavy.

Monroe, Judson, Carole Meredith, and Kathleen Fisher. The Science of Scientific Writing. Dubuque: Kendall/Hunt, 1977. 111 pp., paper. (3)

This small book presents a rhetorical model of a systematic approach to writing couched in the language of algorithms and feedback loops. Its objective is to teach science students to adapt the analytic and organization skills they employ in their disciplines to composing effective and efficient reports. The text emphasizes techniques for data management, organization, and incremental writing. It provides useful exercises and particularly interesting sections on style and editing.

O'Connor, Maeve, and F. Peter Woodford. Writing Scientific Papers in English. New York: Elsevier-North Holland Publishing Co., 1975. Cloth, $7.95. (3)

A comprehensive, clear guide aimed at non-native speakers of English, at practitioners rather than at students. It follows the scientific article from inception through publication. The five appendices are particularly useful: for example, "Steps in Writing a Paper," "General Abbreviations and Symbols," and "Expressions to Avoid."

Pauley, Steven E. Technical Report Writing Today. Boston: Houghton Mifflin Company, 1973. 324 pp., cloth, $10.95. (2, 3)

Combines for beginning technical writing students the basics of the field with a practical handbook approach to common problems. Works well for advanced science and engineering students also. The five main sections discuss audience considerations; techniques such as definition, description, and interpreting statistics and illustrating; report formats; types of formal reports, including oral reports; and letters, formats and types. The text uses numerous student papers as models for improving some rather weak technical writing. The appendix summarizes common errors in technical writing.

Pearsall, Thomas E. and Donald H. Cunningham. How to Write for the World of Work. New York: Holt, Rinehart and Winston, 1977. Approx. 350 pages, paper. Price not yet fixed. (1, 2)

This book, written for secondary schools and two-year colleges, concentrates on writing done for the world of work, whether it be "technical" or "business" writing. Its first section presents information on correspondence, including such types as job letters, answers to inquiries, complaint letters, and sales letters. Its second section covers reporting practices including informational, analytical, and persuasive reports. In addition, there are annexes covering report elements, library use, and mechanics. The underlying theme of the book is that business and technical writing always presents specific information to a specific audience for a specific purpose.

Pickett, Nell Ann. Practical Communication. New York: Harper's College Press, 1975. 259 pp., paper, $4.95. (1, 2)

Designed for the career-oriented student, this book begins with emphasis on analyzing the situation that requires communication. The book is divided into seven chapters: analysis, description, reports, business letters, library, visual materials in written communication, and oral communication. Each chapter is also available as a separate pamphlet.

Pickett, Nell Ann, and Ann A. Laster. Technical English: Writing, Reading, and Speaking, 2nd ed. San Francisco: Canfield Press, 1975. 580 pp., paper, $9.95. (1, 2, 3)

A complete course in technical communication, the new edition of Writing and Reading in Technical English continues to emphasize practical skills. Chapter objectives, plan sheets providing step-by-step procedures, and numerous student applications are included in this combined rhetoric, reader, and handbook.

Rathbone, Robert. Communicating Technical Information. Reading, Mass.: Addison-Wesley Publishing Co., 1966. 104 pp., paper, $4.95. (2)

This is a primary text for short in-plant writing courses and a secondary text for college technical writing courses.

Ross, Alec. Words for Work: Writing Fundamentals for Tech/Voc Students. New York: Houghton Mifflin, 1970. 129 pp., paper, $4.25. (1, 2)

This combination textbook/workbook was written for the career student in technical and vocational fields who has traditionally been reluctant to learn the requirements of basic written communication. The topics introduced range from basic sentence parts to paragraph development, written forms, visual forms, and using the library.

Ross, Alec, and David Plant. Writing Police Reports: A Practical Guide. Schiller Park, Ill.: Motorola Teleprograms, Inc., 1977. 100 pp., paper, $4.95. (1, 2)

The text offers basic English and report writing concepts pertaining directly to policemen. Some of the nine chapters cover elementary mechanics, assembling information, narrative writing, revision, and other skills such as descriptive writing and how to take oral statements. The text should find non-police audiences as well in high school and two-year programs.

Ross, Peter Burton. Basic Technical Writing. New York: Crowell, 1974. 349 pp., paper, $6.95. (1, 2)

Designed as a practical guide to technical writing, this book also is a reference manual. It contains chapters on summaries, process descriptions, reports, and proposals plus appendices on editing, office practices, documentation, illustrations, and abbreviations.

Sherman, Theodore A., and Simon S. Johnson. Modern Technical Writing, 3rd ed. Englewood Cliffs, N. J.: Prentice-Hall, Inc., 1975. 480 pp., cloth, $8.95. (2, 3)

This solid text clearly presents basic technical writing concepts. It covers in 16 chapters topics such as style, organization, mechanics, description, graphic aids, report types and formats, oral reports, and business correspondence. A handbook section thoroughly reviews common writing problems such as punctuation, coherence of sentences, and correct usage.

Sklare, Arnold B. The Technician Writes. New York: Boyd and Fraser Publishing Company, 1971. 314 pp., paper, $5.50. (1, 2)

Designed to prepare the technical student for initial writing demands normally faced in industry, this book incorporates features of a handbook, a rhetoric, and a reader. Of the four parts, the first concerns report; the second, letters, memoranda, articles, and abstracts; the third, writing refinements, or functional English; and the last, guides to usage and grammatical terms.

Stockwell, Richard E. The Stockwell Guide for Technical and Vocational Writing. Menlo Park, Calif.: Cummings, 1971. Paper, $7.95. (1, 2)

Offers guidance and practice in realistic writing situations: memoranda, letters, applications, orders, records, descriptions, written and oral reports.

Turner, Rufus P. Technical Report Writing. Rev. ed. San Francisco: Rinehart Press, 1971. 210 pp., paper. (2, 3)

Written for science/engineering students with solid writing skills, this no-nonsense text clearly presents the basics of technical writing in ten chapters and a series of short appendices. Topics include format for formal and informal reports, procedures for report writing, planning, writing a draft, selecting and preparing illustrations, and revising and rewriting. The appendices offer specimens of formats for various reports.

Ulman, Joseph N., Jr., and Jay R. Gould. Technical Reporting, 3rd ed. New York: Holt, Rinehart and Winston, Inc., 1972. 420 pp., cloth, $11.95. (3)

Detailed text for advanced science and engineering students with reports to write. The three parts deal with basic issues, such as audience, headings, organization; the report, including memos, letters, various formal report types, and oral reports; and tools and methods, which focuses on writing style, mechanics, tables and other visual presentation. Includes appendices of specimens and a bibliography.

Trelease, Sam F. How to Write Scientific and Technical Papers. Cambridge, Mass.: M.I.T. Press, 1970. 184 pp., paper, $3.45. (3)

An excellent, brief text designed primarily for scientific research reports. Originally copyrighted by Williams & Wilkins Company in 1958, it has been re-issued twice by M.I.T. Press.

Weisman, Herman M. Technical Report Writing, 2nd ed. Columbus, Ohio: Charles E. Merrill, 1975. 512 pp., paper, $6.50. (2, 3)

This book, abridged from Weisman's Basic Technical Writing, is a good, standard text. It concentrates on the technical report, including specific skills such as definition and graphic presentations.

Wilcox, Roger P. Communication at Work: Writing and Speaking. Boston: Houghton Mifflin Co., 1977. 481 pp., cloth, $8.50. (2, 3)

This work appeals to a broader range of audiences than other technical writing texts. It emphasizes communication skills, not report writing. Some topics include reader and listener, structure, paragraphing, using graphic aids, persuasion, letter and memo techniques, and oral presentations.

Wirkus, Tom, and Harold Erickson. Communication and the Technical Man. Englewood Cliffs, N. J.: Prentice-Hall, 1972. 196 pp., paper, $6.95. (2, 3)

This text argues for "improved communication skills" for students in quarter and semester college programs. In addition to chapters on paragraphs and report types, the book emphasizes oral communication. Each chapter concludes with an exercise sheet. Appendices include actual reports.

Wyld, Lionel D. Preparing Effective Reports. New York: The Odyssey Press, 1967. 198 pp., paper, $3.75. (2, 3)

Another rather standard text, but getting rather dated. (Useful at either two-year, or four-year level.)